

10

Implementation

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INTRODUCTION

Implementation of the City of Sun Prairie Comprehensive Plan will require the continual use of the plan to guide decisions with respect to a wide range of public actions, including zoning and subdivision approvals, annexations, transportation improvements, capital improvement projects, and economic development activities, among others. The goals, objectives, policies and recommendations contained in this plan are intended to be the foundation for a variety of more specific programs and actions implemented by both the public and private sectors, with the overarching goal of achieving efficiencies and improvements to the levels of service being provided to the City's residents and improving the overall quality of life in Sun Prairie.

This chapter is made up of four sections: 1. Comprehensive Plan Components; 2. Plan Adoption and Amendments; 3. General Implementation Recommendations; and 4. Major Policy Recommendations and Actions. It is important to note that the individual chapters of Volume 2 contain numerous policies and recommended actions covering a wide range of issues. This chapter is not intended to provide an inclusive listing of all of these recommendations, but rather it is intended to provide a general guide for implementing the plan, with some emphasis placed on a number of the higher priority recommendations contained within the plan. Please see each chapter within Volume 2 for a full listing of the Comprehensive Plan's policies and recommendations.

COMPREHENSIVE PLAN COMPONENTS

This Comprehensive Plan is intended to update and replace the Master Plan 2020. However, many of the neighborhood plans and special plans that were adopted as components of the Master Plan 2020 remain in place and should continue to guide the development and decision making for their respective areas of interest. These plans include the following, all of which are incorporated as components of this Comprehensive Plan:

- Business District Revitalization Plan (2001)
- Westside Neighborhood Plan (2004)
- Downtown Phase II Plan (2004)
- Residential Development Phasing Plan (2004)
- West Main Street Corridor Plan (2006)
- Parks and Open Space Plan (2009)

It should be noted that the Sun Prairie Peripheral Area Plan, adopted in 1991, has not been actively implemented in recent years and in many aspects is no longer relevant. The Peripheral Area Plan is not being recommended for incorporation as a component of this Comprehensive Plan, and instead the recommendations and policies of the Comprehensive Plan are intended to replace those of the previously adopted Peripheral Area Plan.

In addition to the above referenced neighborhood and special plans, this Comprehensive Plan also incorporates updates to the City's Official Map, which is included as a component of the plan. The Official Map serves to identify future transportation needs and corridors, as well as future open space areas, to accommodate future urban growth. Maps 4-1, 8-1, 8-2 and 8-3 in Volume 2 of this plan make up the City's Official Map. The City should take steps to adopt these maps by resolution, establishing them as the City's Official Map.

PLAN ADOPTION AND AMENDMENTS

Wisconsin Statutes require that after January 1, 2010, all programs and actions of the City that affect land use and development (e.g. zoning, land divisions, annexations, building permits) must be consistent with an adopted comprehensive plan that meets minimum requirements. Under the statutes, a comprehensive plan must address nine specific plan elements, and be adopted by the City by ordinance, rather than by resolution as was the case in the past. Thus, the comprehensive plan is elevated in status from an advisory document to a legal document that should be the basis for all local actions or programs that affect land use and development.

Despite this change, a comprehensive plan is still largely a guide for the community, and interpretations of plan policies and maps should keep this in mind. This plan is not intended to be a literal “road map” for the City that provides a clear path from the present to a point twenty years into the future. Rather, the City needs to recognize that over the course of time many factors will arise that will significantly influence the day-to-day decision making that occurs at the local government level, and in the community in general. Interpretation of the plan needs to be flexible enough to account for these changing factors, while keeping the long-term vision of creating a high-quality living environment intact.

To ensure that the plan remains relevant and in touch with the goals of the community, it should be updated periodically. It is recommended that the plan be updated regularly every five-to ten-years, depending on the pace of growth and other changes in the community. In addition, changing conditions and new opportunities may warrant periodic amendments and updates to plan policies and recommendations on an as-needed basis. All plan amendments should follow a similar process to the adoption of this plan, with a public hearing before the Plan Commission, a recommendation from the Plan Commission to the Common Council, and the adoption of an ordinance amending the plan by the Common Council. Such amendments can be initiated by referral by the Plan Commission or Common Council, or may be requested by application from a member of the public. For amendments affecting a large geographical area of the City or proposing major changes to plan policies, a more involved public input process should be considered to ensure that proposed amendments are in the best interest of and are well supported by the community.

GENERAL PLAN IMPLEMENTATION RECOMMENDATIONS

The following general recommendations are provided as a guide to implementing this Comprehensive Plan by taking the appropriate steps for plan adoption, plan distribution, public education regarding the recommendations contained within the plan, the intended day-to-day use of the plan, and periodic plan updates and amendments.

- 1 The City should adopt and implement the City of Sun Prairie Comprehensive Plan under the auspices of Section 66.1001 Wisconsin Statutes. The plan shall be adopted prior to January 1, 2010.
- 2 The City shall make the Comprehensive Plan available to the public and the development community by posting the adopted plan on its website, making copies of the plan available at the public library, offering digital and hard copy versions of the plan for purchase, and posting plan maps and illustrations at municipal buildings for viewing by the public.
- 3 Copies of the adopted Comprehensive Plan shall be made available to all City departments, elected officials and appointed officials that are expected to have a role in implementing the plan.
- 4 Copies of the adopted Comprehensive Plan shall be provided to the Sun Prairie Area School District, the Chamber of Commerce, and other interested local organizations.
- 5 Copies of the adopted Comprehensive Plan shall be provided to all towns within the City's extraterritorial jurisdiction, the City of Madison, the Villages of DeForest and Cottage Grove, Dane County, the Madison Area Metropolitan Planning Organization, the Capitol Area Regional Plan Commission, THRIVE, and the Wisconsin Department of Administration. In addition, the plan shall be made available to other municipalities, state and regional agencies, and other entities as requested or as deemed appropriate.
- 6 The City shall make staff available to present and discuss the Comprehensive Plan to the Sun Prairie Area School District, local civic organizations and interest groups, the Chamber of Commerce, the development community, or any other interested entity upon request.
- 7 The City should continue to work with surrounding municipalities to uphold and enforce existing intergovernmental agreements and cooperative plans as a means of implementing the policies and recommendations of the Comprehensive Plan.
- 8 The City should strive to negotiate new agreements with surrounding municipalities where they currently do not exist to help avoid development conflicts at the fringes of the City and its growth areas, provided such agreements are consistent with and help to implement the policies and recommendations of this Comprehensive Plan.
- 9 The City shall update its zoning and subdivision ordinances as necessary to be consistent with the goals, objectives, policies and recommendations of the Comprehensive Plan.
- 10 The Comprehensive Plan shall be used as a tool to guide the day-to-day decision making of the Common Council, City boards and commissions, City staff, and the development community regarding land use and development related items such as proposed zoning changes, land divisions, annexations, redevelopment proposals, public improvements such as street and community facility construction and expansion, etc.
- 11 The Comprehensive Plan shall be used as a guide to help coordinate and prioritize the City's Capital Improvement Program.

- 12 The Comprehensive Plan shall be consulted when preparing and updating other community plans, such as, but not limited to, neighborhood plans, small area plans, facility plans, utility systems plans, and parks and open space plans.
- 13 The City should update and amend the Comprehensive Plan on a regular basis to ensure that the plan is based upon the most current data available, that it continues to represent the goals and desires of the community, and that it reflects and responds to changing conditions, technologies, and trends with respect to land use and development. Plan updates should occur every five-to-ten years, and plan amendments should be considered periodically if they are determined to be appropriate and advantageous to the community.

MAJOR POLICY RECOMMENDATIONS

The following policies and recommendations have been selected as the City's priority items from the complete listing of policies and recommendations contained within each chapter of Volume 2. This list is not intended to diminish the importance and relevance of the policies and recommendations not listed here, but rather to highlight certain policies and recommendations as areas of focus to provide a starting point for the implementation of the plan. In some cases, the policies listed below are collective statements that are intended to summarize a series of recommendations contained in the plan. Please see each chapter of Volume 2 for a full listing of the plan's policies and recommendations.

LAND USE

- 1 All land use and zoning decisions, land divisions, annexations, utility extensions, capital improvement projects, and related land development activities and decisions should be consistent with the recommendations of the Future Land Use Plan and the Residential Development Staging Plan.
- 2 The City recognizes that strong public-private partnerships are often the key to successful redevelopment efforts, and shall work to establish such relationships through the implementation of its TIF policies when deemed appropriate.
- 3 The City shall place a greater emphasis on redevelopment and infill development on brownfield sites or underutilized sites in need of redevelopment verses development on the edge of the community and should reuse existing buildings, especially those with historical value, where feasible verses demolishing such buildings.
- 4 Promote quality neighborhood development that includes an appropriate mix of uses by requiring the adoption of detailed neighborhood plans prior to development approvals, unless detailed land use plans are adopted as a component of this plan. Detached, single-family housing within planned neighborhoods is recommended to comprise at least 65% of the total number of residential units, exclusive of redevelopment sites.
- 5 Neighborhood plans shall be submitted to the Plan Commission and Common Council for review and approval, after which they will become elements of the City's Comprehensive Plan.
- 6 The City encourages annexations and attachments to occur prior to urban development to ensure that such development is consistent with the City's Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Official Map and Capital Improvements Program.

- 7 The City of Sun Prairie encourages cooperative intergovernmental planning with neighboring communities to avoid inefficient development patterns and intergovernmental boundary conflicts. Existing agreements shall be honored, and shall be reviewed and updated/renegotiated periodically as needed. New agreements should be pursued with neighboring communities where they currently do not exist, particularly with the Town of Sun Prairie.
- 8 The Planning Commission and Common Council shall consider all factors of the annexation policy listed in chapter 9 when reviewing proposals for annexation or attachment to the City of Sun Prairie.
- 9 All non-agricultural development on lands located within the Sun Prairie Urban Service Area shall be served with the complete array of City services including sanitary sewer, storm sewer, municipal water, City police protection, fire protection, etc. The City will not approve proposals that would result in the creation of unsewered urban development within the Sun Prairie Urban Service Area.
- 10 The City of Sun Prairie shall not extend its sanitary sewer and municipal water lines to development that is not located within the City's corporate limits.
- 11 The City shall develop design guidelines for commercial, multi-family residential, institutional, and industrial buildings. Design guidelines should apply to new construction, infill development, and redevelopment sites and address the following items.
 - Relationship of the building and other site features to the street
 - Standards for building placement on corner lots
 - Location and screening of parking, loading areas, dumpsters, and utility equipment (roof top and site)
 - Location and canopy design for drive-through facilities, gas pumps, service bays, and car washes
 - Treatment of outdoor display and sales areas
 - Building architecture and materials
 - Landscaping, signage, and lighting
 - Pedestrian and vehicle access and circulation, both on-site and between the site and adjacent sites and the street
 - Parking lot location, design and layout
- 12 Continue to work toward encouraging diversity in the City's economy and job base – balance with housing.
- 13 Ensure contiguity of new development to avoid “leapfrog” development and associated costs.
- 14 The City shall amend the subdivision and other development ordinances to address high ground water issues associated with development, particularly with respect to buildings with basements.

HOUSING/RESIDENTIAL DEVELOPMENT

- 1 Guide residential development to areas of the City that have convenient and economical access to municipal services and facilities, shopping areas, parks and open spaces.
- 2 Promote quality neighborhood development that includes an appropriate mix of uses by requiring the adoption of detailed neighborhood plans prior to development approvals, unless detailed land use plans are adopted as a component of this plan.
- 3 Detached, single-family housing within planned neighborhoods is recommended to comprise at least 65% of the total number of residential units, exclusive of redevelopment sites.
- 4 Consider a landlord licensing and/or rental inspection program to provide better oversight and monitoring of housing quality and maintenance.
- 5 Consider adopting stronger design and quality standards for commercial and multi-family developments.

TRANSPORTATION

- 1 Adopt a Complete Streets policy to ensure that the entire right-of-way is routinely designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and public transit users of all ages and abilities. Complete Streets have some or all of the following components: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible transit stops, frequent crossing opportunities, median islands, accessible pedestrian signals, curb extensions, and similar facilities.
- 2 Encourage the use of a semi-grid or interconnected street pattern for new development and redevelopment and discourage the creation of a disconnected street systems. Only permit cul-de-sacs where the existing development pattern or natural topography requires their use.
- 3 Adopt a trail plan aimed at providing an interconnected system to provide access to parks, schools, public facilities and surrounding communities that includes a fully connected recreational path that loops through the City to serve as a main route with all paths connecting into it. The Sun Prairie loop should have signage to designate this main connector route. The loop should also have connections to the regional trails system.
- 4 Create a citizen's bicycle and pedestrian advisory committee to serve as a forum for citizens concerning safe access for cyclists and pedestrians and to advise the City on bicycle and pedestrian issues and recommended improvements.
- 5 Continue to monitor and investigate the potential for regular and/or express bus service within the City and between Sun Prairie and Madison.
- 6 Work with the Wisconsin Department of Transportation (WisDOT) to identify an appropriate location and develop a park-and-ride lot within the City.
- 7 Require cross-access easements between neighboring commercial and other higher traffic use properties as part of new development and redevelopment when practical.
- 8 Work with WisDOT, Dane County, and the surrounding towns to examine alternatives for rerouting truck traffic away from Windsor, Bristol and Main Streets.

ECONOMIC DEVELOPMENT

- 1 Implement the recommendations of the Strategic Economic Development Plan incorporated into this Comprehensive Plan as chapter 6, the Economic Development element of the plan.

OPEN SPACE PRESERVATION

- 1 Continue to work cooperatively with landowners, the Patrick Marsh Conservancy, and other organizations to protect the Patrick Marsh Wildlife Area.
- 2 Encourage the preservation of productive agricultural lands by preventing the proliferation of urban uses and unsewered urban development outside of the City's Urban Service Area.

STORMWATER MANAGEMENT/FLOOD ISSUES

- 1 Implement the detailed recommendations contained in the Stormwater Management Master Plan prepared for the City and support updates as needed.
- 2 Amend the subdivision and other development ordinances to address high groundwater issues associated with development, particularly with respect to buildings with basements.

SCHOOL DISTRICT

- 1 Work together with the Sun Prairie Area School District to encourage siting, renovation and expansion of school facilities in areas that are best equipped to accommodate residential growth.
- 2 Work closely with the School District to improve communication and involvement in the development review process, and help provide information to the public about school planning efforts.

SUSTAINABILITY

- 1 Strive to evaluate, consider, and where appropriate implement, the Sustainability policy recommendations contained in chapter 2 and referenced elsewhere in this Comprehensive Plan. In general, these recommendations are based upon the following:
 - The City leading by example in the area of sustainability, with the development and business community and the general public encouraged to follow suit.
 - The City considering issues such as green building technologies, energy conservation, renewable energy, and sustainable environmental practices any time it is making an investment in facilities or equipment, and taking a life-cycle approach in its evaluation processes.
 - The City (together with Sun Prairie Water and Light) taking an active role in educating the public regarding sustainability issues.

INTERGOVERNMENTAL

- 1 Continue to evaluate and review the effectiveness and equity of agreements between the City of Sun Prairie and the Town of Windsor. Such agreements should be amended to the mutual benefit of both municipalities as needed.
- 2 Work with the Town of Sun Prairie to develop an intergovernmental agreement to help delineate future growth boundaries.

PUBLIC FACILITIES

- 1 Relocate the City's Public Works functions to the Bailey Road campus when feasible.
- 2 Continue to evaluate parking options as downtown redevelopment occurs.

